



# BULLETIN

Volume 8, Issue 5

August, 2002

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## Risk Management Division:

### General Information:

(701) 328-6514  
rheller@state.nd.us

### Loss Control:

(701) 328-6512

### Workers Compensation:

(701) 328-6513

### Office Fax:

(701) 328-6515

### Website:

[www.state.nd.us/risk/](http://www.state.nd.us/risk/)

## Risk Management Division Mission Statement

*To protect the assets of the State of North Dakota - its people, property, and financial resources - so that the State can continue to meet its obligations to its citizens.*

## Continuum of Government



On July 30, 2002 Governor Hoeven issued a directive to all State entities to develop a business continuity/disaster recovery plan to ensure the continuity of state government in the event of a manmade or natural disaster.

Along with that directive Governor Hoeven directed the establishment of a *Continuum of Government (COG) Team*. That Team is to establish a State Continuity of Government Plan that will serve as the supportive document for the individual agency/facility plans. The Team will be comprised of representatives from the Office of the Governor, Emergency Management, Highway Patrol, Department of Health, Information Technology Department, the Facility Management Division, and the Risk Management Division.

The COG Team held its organizational meeting on August 20th and began the process of developing a template to assist state entities to write their individual plans.

A List Serve has been established to provide timely COG information and

directives to all State entities. You were recently requested to provide our office with the names of personnel from your entity that should be included in the COG List Serve. Additional names may be added to that List Serve at any time upon request.

When the COG plan template and instructions are finalized by the Team, they will be provided to all State entities via the List Serve.

*Governor Hoeven issued a directive to all State entities to develop a business continuity/disaster recovery plan to ensure the continuity of state government in the event of a manmade or natural disaster.*

The Team is also looking at developing a website to facilitate communicating the work of the Team's activities.

As you are aware, the Risk Management Division has been advocating that

State entities establish contingency plans for some time. In fact, developing such a plan is one of the requirements for a State entity to qualify for the total 10% Risk Management Fund contribution discount.

We will keep you updated as the work of the COG Team progresses.

# Discount Program Report



*Loss  
Control  
Tools*

## **Update:**

In this second year of the Risk Management Fund Contribution Discount Program, forty-six state entities applied for a discount—an increase of twenty-one applications.

Of those forty-six, forty-one qualified for a discount— twenty-nine for the full 10%. The total discounted savings was \$148,337.

Congratulations for those of you who qualified for a discount; especially to those of you who qualified for the full 10%.

The primary benefit to qualifying for the discount is that it means you have established proactive loss control measures that result in reduced exposures to loss.

We look forward to a similar increase in qualifying entities in fiscal year 2004.

## **Program Revisions**

In order to facilitate the application process, we have revised the application form and had it designated an official State form, SFN 53424. A copy of the revised form is enclosed in the Manual revision materials accompanying this Bulletin and will be filed in the Risk Management Manual on page 2.6-3. The form will also be accessible through our website.

*Note, the application submission deadline has been changed from April 1 to May 1 of each year.*

## **Application Shortfalls**

***We received some applications for a discount from State entities that had yet to establish loss control committees.***

In order for an entity to have a viable proactive loss control program, the entity must have an established, active loss control committee. Accordingly, an entity that does not have a viable loss control committee is immediately disqualified for a discount of any amount.

Similarly, if your agency has branch offices or divisions, those offices or divisions must be represented on the agency loss control committee in order for the entire agency to qualify for the discount.

***Some entities are not filing documentation to substantiate the affirmative answers to questions on the application form.***

Because the discount program will be audited, it is necessary for our files to contain documentation that the entity is conducting the loss control activities reported on the application.

To receive any discounted amount in fiscal year 2004, *documentation* that the loss control practices tied to the discount are in place will have to be received in our office by May 1, 2003.

As we have been promoting, filing your entity's loss control committee minutes reflecting affirmative action on the questioned activities is the most expedient way to document those activities. (See our May, 2002 Bulletin to assist in establishing this process.)

## **Job Description**

The essential functions of a Risk Management Contact -

### Purpose of Position:

*A risk management contact performing his or her duties ensures proactive loss control and provides the foundation for reducing the cost of loss resulting from a State entity's operations.*

During the 2002 Risk Management Seminar we talked about the role of the risk management contact and explained how you serve as an emissary for our office. You are an integral part of the team working with others to identify exposures to loss, fairly settle valid claims, or properly defend frivolous claims.

We look to you to:

1. Serve as your entity's in-house risk management expert.
2. Assist your entity's employees in completing incident reports.
3. Ensure all incident reports are filed with our office or State Fleet in a timely manner.
4. Investigate the incident to address any potential hazard and take corrective action.
5. Document the corrective action (via work orders).
6. Review loss runs to ensure accuracy.
7. Serve as chair or principle member of

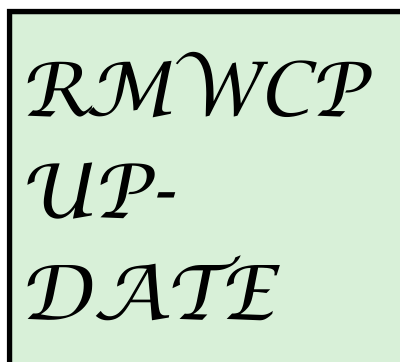
- the loss control committee.
8. Ensure the loss control committee serves as a forum for employee safety concerns.
  9. Bring staff safety issues to the attention of the committee.
  10. Communicate committee findings to staff.
  11. Review contents of Risk Management Bulletins and route copies to the appropriate personnel in your entity.

Newly appointed risk management contacts should be provided a copy of the Risk Management Manual and be given an opportunity to review the Manual in its entirety.

*We cannot perform our mission to protect the assets of the state of North Dakota and, your agency or facility cannot control its cost of risk, without the help of an effective risk management contact.*

Thank you for your ongoing support. Use our office as a resource. Do not hesitate to contact us with any questions.

A majority of the Risk Management forms are now available on our website under the Forms button. When possible the forms are available in a fillable format.



### **INJURY REPORTING UPDATE**

Under the NDWC 2002 Administrative Rule # 92-01-02-54 an employer who participates in a deductible program (as all state entities do) "**must report any work injury to the bureau within 24 hours of its occurrence.**"

We are interpreting this to mean an injury that requires medical attention, and the 24 hour requirement to begin to toll when the employer is notified of the injury.

This requirement increases the importance of online reporting. As a reminder, when reporting online, you should submit the C2 online, print out the C1, have the employee sign the C1, and send the signed C1 to NDWC by mail.

Your efforts in meeting this requirement are appreciated. Should you have any questions, contact our office at 328-6513.



### **NEW DISCOUNT PROGRAM REQUIREMENTS**

Included with this Bulletin is the revised Risk Management Workers Compensation Premium Discount Application form (SFN 53425). Please review the form carefully as the requirements to qualify for the various percentages leading to the full ten percent discount have been changed. The new percentage allocation places greater emphasis on the management of workplace injuries—prompt reporting and implementing a return to work program.

Note, the reporting requirements for incidents, whether or not medical attention was required, has not changed. All agencies are required to forward their incident reports to our office within 24 hours of receiving notice, unless they are using a pre-approved monthly reporting system.

As always assistance in meeting the discount requirements is available by contacting our office.

## Risk Management Division

Wells Fargo Bank Building, Suite 613  
400 East Broadway Avenue  
Bismarck ND 58501

### CHECK IT OUT!!

Please check your address label.  
Report any corrections to our office.

## BULLETIN

### ON LINE TRAINING—Target Date September 3, 2002.

Employees will soon be able to complete training presentations they can access via the Risk Management web site from their own computer. The first two topics that will be available September 3, 2002 will be Substance Abuse for Supervisors, and Substance Abuse for Non-Supervisors .

Other topics addressing both the Workers Compensation and the Risk Management fields will be added as they are developed. This system will allow us to track enrollments by employee name and agency, and will be a cost efficient aid in meeting the annual training requirements of the discount programs. If your agency would like to use the system to present annual or pre-employment training you are currently using, contact our office.

Information on accessing the system will be sent to the workers compensation and risk management contacts in late August.

### *Risk Management Manual Revisions*

#### **Remove Pages:**

2.6-1 through chart following 2.6-4  
9.7-8

#### **Replace with Pages:**

2.6-1 through chart following 2.6-5  
9.7-8

### *Risk Management Division*

#### *Website Features*

Visit our website at [www.state.nd.us/risk/](http://www.state.nd.us/risk/) for standard and updated features including:

- ◆ Personnel e-mail and telephone directory
- ◆ Risk Management Manual
- ◆ Reporting Forms (following page 3.5-1 of the manual)
  - \* Incident Reort (SFN 50508)
  - \* Notice of Claim (SFN 50552)
  - \* Motor Vehicle Accident Report (SFN 51301)
  - \* Destruction Hold Notice (SFN 52376)
- ◆ Facility Audit and Inspection Checklists (Page 4.3-1)
- ◆ Emergency and Disaster Procedures (Pages 4.5-1 through 4.6-5)
- ◆ Facility Use Agreement Form (Page 5.2-2)
- ◆ Waiver Forms (Pages 5.2-3 & 4)
- ◆ Risk Management Bulletins
- ◆ Discount Application Forms
  - \* RM Fund (SFN 53424)
  - \* RMWCF (SFN 53425)